

Nourhan Zaghal

LEBANON | BEIRUT, ACHRAFIEH

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I would like to express my interest in working at your esteemed organization.

My objective is to work in a dynamic environment, which encourages personal initiatives, team work, personal growth and promotion from within the organization.

I'm productive under pressure, questioning and highly motivated.

EXPERIENCE

22 May 2019 – 14 May 2020

CitrusTv

Beirut – Lebanon

Human Resources Assistant

- Data entry on Paypoint payroll & HR system.
- Completed the MOF forms (R3, R4, R1-3).
- Preparing new employee files.
- Finalizing employee files.
- Assisting in preparing monthly payrolls.
- Scheduling job interviews.
- Assisting with CVs screening.
- Assisting in the interviewing process.
- Performing orientation and induction to new employees.
- Contacting doctors for verifying leave reports.
- Make photocopies, scans, and performed other clerical functions.
- Assisted with additional projects.

01 Aug 2018 – 28 Sep 2018

ACHolding

Beirut – Lebanon

Human Resources Trainee

- Data entry on HR Portal
- Finalized employee files
- Prepared new employee file
- Completed the MOF forms (R3, R4, R1-3)
- Completed the NSSF registration & termination forms

- Checked the attendance on weekly basis
- Worked on Turnover file
- Reviewed phone bills report
- Assisted with CVs screening
- Assisted in the interviewing process
- Prepared Employment offers, Employment agreements, non-disclosure agreement and warnings
- Make photocopies, scans, and performed other clerical functions
- Assisted with additional projects

Certificate available upon request.

EDUCATION

2016- July 2019	The American University of Culture and Education Bachelor's Degree in Business Administration – Human Resources	Beirut - Lebanon
2015-2016	Beirut National School High School Lebanese Baccalaureate – Economics and Sociology	Beirut - Lebanon
2011-2012	Tahwita Modern School Brevet Diploma	Beirut - Lebanon

SKILLS AND ACKNOWLEDGEMENTS

Computer Skills	Microsoft (Excel, Word, Power Point)
Communication Skills	Speak, write and read (English and Arabic)
Date of Birth	August 6 th 1997
Place of Birth	Beirut, Lebanon
Gender	Female
Marital Status	Single
Nationality	Lebanese